

How to Amend a Multi-County Agency Conflict-of-Interest Code

The following guidelines are a brief description of the steps that are necessary to amend a conflict-of-interest code. Additional information may be required depending on the specific amendment. Please contact the FPPC at (916) 322-5660 or toll free at (866) ASK-FPPC for assistance if you have questions.

Non-Substantive Amendments

1. Send the FPPC a letter describing the proposed amendment.
2. Include a copy of the entire code showing the changes in strikeout/underscore format. (See sample below.)
3. Include a declaration by the chief executive officer. (See website for example.)

Substantive Amendments

1. Prepare an initial proposed amendment.
2. Prepare a Notice of Intention. (See website for example.) A 45-day comment period is required.
3. Provide notice to members of the public and to each employee affected by the proposed amendment.
4. File a copy of the Notice of Intention with the FPPC at least 45 days before the close of the comment period.
5. Submit to the FPPC three copies of the proposed code amendment in strikeout/underscore format accompanied by one copy of the following:
 - a. A declaration by the Chief Executive Officer.
 - b. A summary of any hearing, including the names and addresses of any participants.
 - c. Copies of all written comments.
 - d. Written justification for all changes.
 - e. The most current organizational chart of the agency (if applicable).
 - f. Job descriptions of all positions affected by the changes.

Example strikeout/underscore format

~~III. PUBLIC WORKS OFFICE~~ MAINTENANCE DIVISION

- | | |
|---|--------------|
| 1. Maintenance Superintendent..... | 2 |
| 2. Maintenance Supervisor..... | 2 |
| 2. Asst. Maintenance Superintendent..... | 2 |
| 3. Senior Equipment Technician..... | 3 |
| 3. Equipment Services Technician..... | 3 |
- The Public Works Office became the Maintenance Division.
 - The Asst. Maintenance Superintendent was reclassified to Maintenance Supervisor
 - The Equipment Services Technician is a manual position and was deleted.